

## For the Nominee

When a nominee has been entered into the system by the coordinator he/she will receive an email with their login information along with a temporary password (their individual email address is their unique User ID). The first portion of their portfolio contains their “Personal Information”, school transcripts and college entrance exam scores which have been entered by the school’s Sterling Scholar Coordinator. The screen below shows the different sections to be filled out by the nominee to complete their portfolio.

The screenshot displays the Sterling Scholar Awards website interface. At the top left is the Sterling Scholar Awards logo, which includes a stylized 'S' and the text 'STERLING SCHOLAR AWARDS'. To the right of the logo are navigation links for 'HOME' and 'ACCOUNT'. In the top right corner, there are links for 'Test Student' and 'Logout'. Below the logo, there are two tabs: 'View Portfolio' and 'Parent/Student Delegation form'. The main content area is titled 'Test Student' and contains a list of portfolio sections, each with a right-pointing arrow indicating it is clickable. The sections are: 'Personal Info', 'Test Scores', 'Letter of Recommendation', 'Category Scholarship Activities', 'Category Scholarship Activity Description', 'Leadership', 'Leadership Description', 'Community Service / Citizenship', 'Community Service / Citizenship Description', 'Unique Qualities', 'Life Enrichment', and 'Additional Attachments'. Below the 'Category Scholarship Activities' section, there is a text area with a 'Save' button.

Each nominee will begin preparing their portfolio with the upload of their “Letter of Recommendation”. For the remainder of your portfolio the acceptable file formats are .PDF, .TXT, .RTF, .JPG, .TIF, WAV, WMA, .MP4, .ACC, .MP3 and .MPG. External links to YouTube, Vimeo or other video sharing sites are the preferred path for videos. The nominee will have an opportunity to upload a supporting document within each section and more at the end of the portfolio.

STERLING SCHOLAR  
AWARDS — DiscoverNow

HOME ACCOUNT

Test Student  
123456

[View Profile](#) [Event/Current Declaration Form](#)

Test Student

- Personal Info ▶
- Test Scores ▶
- Letter of Recommendation ▶
- Category Scholarship Activities ▶
- Category Scholarship Activity Description ▼

(Choose one of the activities, honors or awards, describe it briefly, and explain why it was meaningful to you. What did you learn and what did you accomplish?)

Supporting Documents  
(Upload files or documents that support the information you have provided on this form. (Maximum size: 10 MB.)

Upload Files

Save

**Letter of Recommendation:** A letter of recommendation by any teacher/instructor should include the teacher's assessment of the individual with specific reasons for the recommendation plus examples of evidence as to why "This is an outstanding nominee," etc.

**Category Scholarship Activities:** The nominee will have the opportunity to list six different *Category Scholarship Activities* each using 20 words or less.

**Category Scholarship Activity Description:** Choosing one of the above listed activities, the nominee will write in detail about that activity (in 500 words or less). They will also be able to upload a supporting document (e.g., a pdf of the actual award, a picture of nominee receiving award, or an external link to a video of the activity itself highlighting the nominee's participation).

**Leadership Activities and Community Service/Citizenship:** The previous two screens will be duplicated for these two section list/essay requirements.

**Unique Qualities (list & essay):** The nominee will describe two or three unique things about himself/herself while relating them to the competition category. The nominee should take this opportunity to relate the challenges they have had to overcome and describe any distinctive experiences they may have had and how they affected them.

**Life Enrichment (essay):** The nominee will describe how his/her involvement in this category will enrich his/her life?

**Attachments:** This section of the portfolio is for the nominee to include examples of their work within their category.

**Note:** Each essay section will allow only 500 words maximum so it is recommended that the essay be written in Word®, making sure of the word count as well as spelling corrections, and then copied to the essay screen.

Screen Example:

Life Enrichment ▶

Additional Attachments ▼

Upload/Link to Documents, Images, Media, Etc.

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**Documents**

You may upload documents in many kinds of document file formats, including PDF, TXT, or RTF, and more.

You may also add a link to a document online. Make sure the link is public and you link directly to the document. We can't guarantee they'll work.

Address:

Description:  OR

**Images**

You may upload JPG, PNG, or GIF file (not to exceed 2 MB in size)

You may also add a link to an image online. Make sure the link is public so the judges can view it.

Address:

Description:  OR

**Media**

Media can be a maximum of 3 minutes in length.

You may upload media file (MP3, Audible, MOV, FLV, MP4, MP5)

You may place a link to an online video or audio. Make sure the link is public so that judges can view it.

Address:

Description:  OR

### ***Final Preparations***

Upon completion of the portfolio each nominee will submit their completed document to their Sterling Scholar Coordinator (submit button on XXXXXX screen). The program will ask the nominee to print out the portfolio. This is the nominee's opportunity to make a hardcopy of their electronic portfolio. Uploaded documents and pictures will be embedded within the portfolio pdf. Any external links for video or audio files will be included as hyperlinks. The coordinator will be notified of the submission. It is recommended that the coordinator meet with the nominee to review the portfolio. If changes are suggested the coordinator may re-open the portfolio for the nominee to make those adjustments. The nominee will then, again, resubmit their portfolio.

When all portfolios have been completed and certified the Sterling Scholar Coordinator will submit them to the *Southwest* Sterling Scholar Award Program. Once that procedure has been done neither the nominee nor the coordinator will have access to the portfolios. Only the Sterling Scholar Director will be able to release the portfolios.

**At some point after the award ceremony, all portfolios and judging documents will be deleted from the Sterling Scholar Award Program servers and documents will be unrecoverable. Coordinators will be notified of this date 10 days before the actual deletion so that Sterling Scholars may have the opportunity to print out their portfolio if they have not previously done so.**